

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT: 2003-01

DESIGN AND CONSTRUCTION PROJECT REPRESENTATIVE

Position Overview:

With the duty station in Augusta, Georgia, the Design and Construction Project Representative will be responsible for monitoring the planning, design and construction phases of a federal facility in Augusta, Georgia, which will house the Chief Bankruptcy Judge of the United States Bankruptcy Court for the Southern District of Georgia and his staff, a bankruptcy courtroom, attorney conference rooms and office space for Clerk's office staff in addition to other federal agencies and monitoring other facility renovations for the Court within the Southern District of Georgia. The incumbent will advise the Court during the entire process of planning, design, technical review, construction, and relocation to the new building. Responsibilities include participation in the programming of this project, review of the architectural design, construction drawings, specifications, schedules, and cost estimates for conformity and quality in accordance with the U.S. Courts Design Guide. The incumbent will represent the court dealing with other federal agencies, developers, architects, general contractor, sub-contractors and suppliers and monitor the efforts of all entities for timely completion of the work. The incumbent will monitor project design, specifications, budget and schedule compliance and attend all meetings during all phases, and serve as project advisor to the Chief Bankruptcy Judge and Clerk of Court.

Qualifications:

A bachelor degree in architecture/construction related study, or equivalent work experience in the noted disciplines is required. Applicants should have a broad knowledge of architectural design and project management with experience in major facilities planning, design, contracting and construction. Applicants must have the ability to comprehend and communicate a variety of technical specifications and concepts and the ability to monitor a medium-size project with many critical details. Excellent written and verbal communication skills are expected. Strong analytical skills, well-developed organization and time management skills and an ability to establish and adhere to time schedules is also expected. Demonstrated experience with commercial/government construction and knowledge and experience with computer-aided design (CAD) is desirable.

Duration: _____ Temporary position anticipated to last two years.

Salary Range: CL 29 (\$53,219 - \$86,529) depending on qualifications

Closing Date: All applications must be received by no later than Friday, March 28, 2003 at 5:00 p.m. (EST)

Additional Information: **Voice or data inquiries will not be accepted.**

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA**

DESIGN AND CONSTRUCTION PROJECT REPRESENTATIVE

Representative Duties:

1. Reviews architectural design and construction plans, drawings, specifications, schedules, cost estimates and other documents to verify that all project requirements are met.
2. Reviews construction documents for compliance with the *United States Courts Design Guide*.
3. Represents the Court dealing with other federal agencies, developers, architects, general contractor, sub-contractors and suppliers.
4. Participates with all construction entities in preconstruction and construction planning and scheduling.
5. Reviews schedules provided by GSA and the architectural and construction firms.
6. Prepares and presents periodic briefings to the Chief Bankruptcy Judge and Clerk of Court.
7. Monitors project for compliance with budgetary and scheduling limitations and project objectives.
8. Inspects the project on a frequent basis for timeliness and contract compliance and advises the Chief Bankruptcy Judge and Clerk of Court of the status of the project and problems encountered.
9. Assists in the development of the space and facilities budget and general budget with the Clerk of Court.
10. Works closely with court and other federal agencies to recommend the best affordable telecommunication and courtroom technology. Coordinates with other federal agencies on the recommendation, selection, and installation of electrical, telecommunications, automation, sound and security systems and courtroom technology equipment.
11. Serves as liaison between interior contractors, fixture, furniture, floor covering and furnishing vendors and the Chief Bankruptcy Judge and Clerk of Court to coordinate selection of same for the project.
12. Serves as a move coordinator. Develops move plan including detailed schedule and phasing.
13. Acts as liaison between GSA and the Court post-construction and after occupancy to remedy any problems.
14. Other duties as assigned.

Information For Applicants:

Employees of the United States Bankruptcy Court are "AT WILL" employees and are required to adhere to a Code of Ethics and Conduct. The United States Bankruptcy Court's hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan. Due to the volume of applications usually received, the best-suited applicants will be invited for personal interviews.

- ♦ Applicants selected will be notified by telephone and/or mail;
- ♦ Candidates selected for interviews are subject to a full National Crime Information Center (NCIC) background check;
- ♦ The best suited applicant meeting the needs of the court will be selected;
- ♦ All appointees are required to be in a probationary status; this status is determined by length of the appointment;
- ♦ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may offer without prior written or other notice;
- ♦ Duty station assignments are at the discretion of the Clerk of Court;
- ♦ In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
- ♦ Relocation and/or travel expenses will not be reimbursed;
- ♦ Appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level;
- ♦ Applicants **must** be a U. S. Citizen or eligible to work in the United States;
- ♦ A mandatory electronic direct deposit of salary payments is required.

Benefits:

- ♦ Accrue 13 to 26 days of paid vacation per year depending on length of federal service;
- ♦ Accrue 13 days of sick leave per year;
- ♦ Ten paid federal holidays per calendar year;
- ♦ Participation in a pre-tax Federal Employees Health Insurance Program;
- ♦ Participation in Group Life Insurance, Long-Term Care Insurance and Long-Term Disability programs;
- ♦ Participation in a pre-tax Flexible Spending Account;
- ♦ Participation in a Retirement Program with investment opportunities through the Thrift Savings Plan.

Mail/Fax Cover Letter, Resume, Salary History, Professional References and sample of Work Product

_____ **To:** HR Manager, US Bankruptcy Court
Confidential Announcement 2003-01
P.O. Box 8347
Savannah Georgia, 31412

or

Fax to: 912-650-4135

Equal Opportunity Employer